



## Job Description

<b>POSITION:</b> Executive Assistant to CEO	<b>STATUS:</b> Full-Time
<b>DEPARTMENT:</b> Finance	<b>REPORTS TO:</b> CEO
<b>HOURS WORKED WEEKLY:</b> 40	<b>COMPENSATION:</b> \$50,000 to \$60,000

### JOB SUMMARY

This position will assist the CEO and other team members as assigned. The role will include administrative duties and special projects as given.

This individual needs to be able to cooperate well with team members, customers and other stakeholders.

### DUTIES

- Writing and responding to emails as required
- Writing communications to staff as required
- Controlling and monitoring the CEO calendar to ensure preparedness for each meeting and that these meetings are scheduled appropriately.
- Writing and maintaining SOP's, guidelines, and other company process documents. This is going to be a big part of the job, and the EA needs to be very competent in this area.
- Preparing financial and other types of reports for the CEO and various managers.
- Helping prepare data for forecasting, budgeting, and other financial reporting.
- Recording and distributing meeting minutes for most meetings that CEO is involved with.
- Assisting to administer and implement software throughout the organization as directed by the CEO.
- Organizing and scheduling meetings and travel as required.
- Dealing with customers, vendors, employees on behalf of the CEO when appropriate.

- Helping to coordinate various projects as directed by the CEO
- Flexibility to help in other areas of the business when/if directed. For example, Marketing, Sales, Accounting, Operations, etc.

### **SUCCESS FACTORS**

- Meets all deadlines and manages tasks efficiently
- Flexible and can handle changing responsibilities.
- Handles stressful situations well and maintains accuracy and approachability
- Provides complete and accurate information
- Policies & procedures created are practical and effective
- Maintains expertise by attending educational workshops and reviewing publications
- Protects operations by keeping financial information confidential
- Adheres to the Mission, Vision, Values & Guiding Principles
- An exemplary model of how to perform work within Company policies, procedures and goals

### **EDUCATION**

- Certificate or Diploma in Office Administration, Business, or related
- Minimum 3 years of experience

### **EXPERIENCE & SKILLS**

- Excellent communication skills, both written & verbal
- Experience writing SOPs, processes and creating next-level documentation (e.g. can use software to design and organize all processes, documents, etc.).
- High aptitude for learning new software (e.g. Salesforce, ProCore, Spectrum (ERP), SmartSheet)
- Proficient in Microsoft Office Suite, including Office 365 (Word, Excel, Teams)
- Exceptional organization skills, but flexible and open to change
- Consistent attention to detail
- Maintain confidentiality
- Passes background screening includes previous employment, education & criminal history

### **TOOLS PROVIDED BY KRAUN**

- Laptop
- Professional training courses as deemed useful or necessary

### **WORKING ENVIRONMENT & PHYSICAL DEMANDS**

- Prolonged sitting
- Routine use of standard office equipment
- Open-concept workspace in a professional office environment
- This job will require periodic visits to job sites so the individual must be able to drive/walk/navigate.

### **BENEFITS**

- Extended health care
- Vision care
- Dental care
- RRSP Match
- Life insurance
- Employee assistance programs
- Education reimbursement
- Company pension